

SAM TRANSACTION REPORT

Use this when you want to see your transactions for a statement period or a particular period in time.

Click on “Reports” and then “Report Wizard”

State of North Dakota

Home Administration **Reports** Transaction Administration Change Password/E-mail Help Logoff

Welcome, 110101 **Report Wizard**

Current Activity

Messages
No messages

Completed Reports and Queries

Description	Type	Completion Date
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Links

- [ND Purchasing Card Information](#)
- [State Pcard Administrator](#)
- [NetApps \(the online application\)](#)

Favorite Reports and Queries

Name	Description	Creation Date	Type	Scope
Agency Transactions Billing Cycle	Provides detailed transaction information for each cardholder. Detailed data elements include post date, transaction date, merchant name and location, MCC code, total cost, and sales tax paid.	10/18/2006	Transaction Detail	Private
Cardholder Statement	Provides detailed transaction information for each cardholder. Detailed data elements include post date, transaction date, merchant name and location, MCC code, total cost, and sales tax paid.	10/18/2006	Transaction Detail	Private

Policy Compliance
For future use.

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Open up the “Transactions” Folder and choose “Transaction Detail”

State of North Dakota

Home Administration Reports **Transaction Administration** Change Password/E-mail Help Logoff

Report Wizard -- Select a report

Please select a report and click "Next" to go to the next step.

Available Reports

- Reports
 - Cardholders
 - Transactions
 - Accounting Line Items
 - Accounting Line Items By Organization
 - Activity Summary Report
 - Convenience Checks
 - Line Item Detail
 - Possible Capital Expenditures
 - Pre Auth
 - Pre Auth - YTD
 - State Sales Tax Paid
 - State Use Tax Accrued
 - Temp Help
 - Temp Help - YTD
 - Transaction Detail**
 - Transactions Made With Non-Preferred Merchants
 - Travel And Entertainment Transactions

Selected Report

Report Title: Transaction Detail

Report Description:
Lists all transactions made by individual cardholders for a specified date range, organized by post date, transaction date, merchant name, MCC, or total cost.

Next >>

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Click “Next”

At this point you can choose all your cardholders by choosing “Select All”. Or you can choose just the ones you want to view by clicking on one cardholder name and holding down the Ctrl key for the others.

Click “Next”

Select the radio button “User defined entry” and enter the date range you want to see.

State of North Dakota

Home Administration Reports Transaction Administration Change Password/E-mail Help Logoff

Transaction Detail Report Wizard, Dates Selection

Please select Date(s) to be applied for the Transaction Detail Report and click "Next" to go to the next step.

Transaction Post Date

☐ Quick Select: Current Month

☐ By Billing Cycle: 09/04/2006 to 09/03/2006

☐ By Accounting Cycle: 09/04/2006 to 10/03/2006

☐ By Month: January

☐ By Quarter: Quarter 1

☐ By Year: 2006

☒ User defined entry: 09/05/2006 to 10/03/2006

<< Previous Next >>

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Click “Next” You will see this screen and you can choose different sorts. It defaults to Post Date – Ascending.

State of North Dakota

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Transaction Detail Report Wizard, Sorting and Other Selections

Please specify sorting and other criteria for the Transaction Detail Report and click "Next" to go to the next step.

Sort by: Post Date Ascending

<< Previous Next >>

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Click “Next” You will see the criteria you have chosen. At this point you can “Run Now” or “Save”. It might be good idea to save this report because it is one that you will need to run on a monthly basis, since you will not be receiving an agency statement from GE. If you check the box that says “Create bookmark homepage” – this will appear on your homepage when you open up SAM under Favorite Reports and Queries.

State of North Dakota

[Home](#) [Administration](#) [Reports](#) [Transaction Administration](#) [Change Password/E-mail](#) [Help](#) [Logoff](#)

Save Report

Name:

Description:

☒ Create bookmark on homepage

Report Summary

Selected Organizations/Cardholders	
Name	Type
BACKER, LINDA S	Cardholder
BERG, RONDA K	Cardholder
BITTNER, KERRY	Cardholder
BRINTNELL, JOHN	Cardholder
DOLL, BRYAN	Cardholder
ERBSTOESSER, DAVE	Cardholder
GLASSER, ERICK	Cardholder
HAID, LOREN	Cardholder
HAID, LOREN	Cardholder
HALL, RAY	Cardholder
HILL, BRUCE	Cardholder
JOB, THOMAS	Cardholder
LACOE, KEITH	Cardholder
LEINGANG, JIM	Cardholder
MERTZ, MARVIN	Cardholder
PMMT/K KEN	Cardholder

Transaction Post Date	
Type	Value
User Defined	09/05/2006 - 10/03/2006

Sorting	
Sort Field	Sort Type
Post Date	Asc

Click “Run Now”

State of North Dakota

[Home](#) [Administration](#) [Reports](#) [Transaction Administration](#) [Change Password/E-mail](#) [Help](#) [Logoff](#)

Report Wizard, Review Transaction Detail Report

Please review Transaction Detail Report parameters and select your next action. You can either go to previous steps to change report criteria, run the report and immediately view the results, or you can save and/or schedule the report.

Selected Organizations/Cardholders

Name	Type
BACKER, LINDA S	Cardholder
BERG, RONDA K	Cardholder
BITTNER, KERRY	Cardholder
BRINTNELL, JOHN	Cardholder
DOLL, BRYAN	Cardholder
ERBSTOESSER, DAVE	Cardholder
GLASSER, ERICK	Cardholder
HAID, LOREN	Cardholder
HAID, LOREN	Cardholder
HALL, RAY	Cardholder
HILL, BRUCE	Cardholder

Transaction Post Date

Type	Value
User Defined	09/05/2006 - 10/03/2006

Sorting

Sort Field	Sort Type
Post Date	Asc

Export Filetype

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State of North Dakota

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Transaction Detail Report Results

Save a Copy Search Select 142% Search Web Upgrade to Acrobat Click Here

Transaction Detail

Grouped By Organization, Cardholder Name
Sorted By Post Date Asc
Transaction Post Date Between 09/05/2006 And 10/03/2006

User ID: hjust
Printed: 10/23/2006 02:36:53 pm

SAM 1.00 Seed Data

Organization	Cardholder Name	Post Date	Tran Date	Merchant Name	Merchant Location	MCC Code	Total Cost	Sales Tax
11010 OMB - FAC MGMT				BERG, RONDA K				

1 of 5

<< Previous Export View Full Screen

Click on "Export"

Transaction Detail								
Grouped By Organization, Cardholder Name								
Sorted By Post Date Asc								
Transaction Post Date Between 09/05/2006 And 10/03/2006								
SAM 1.00 Seed Data				User ID: hjust				
				Printed: 10/23/2006 02:02:48 pm				
Organization	Cardholder Name	Post Date	Tran Date	Merchant Name	Merchant Location	MCC Code	Total Cost	Sales Tax
11010 OMB - FAC MGMT								
BERG, RONDA K								
09/07/2006	09/05/2006	PRAIRIE ROSE DATA PROD		701-2322497, ND 581040000	5969	\$259.73	\$0.00	
09/07/2006	09/05/2006	PRAXAIR DIST-ACCUPAY		ANKENY, IA 50021	7692	\$13.66	\$0.00	
09/11/2006	09/08/2006	BROWN & SAENGER		SIOUX FALLS, SD 571040000	5021	\$74.95	\$0.00	
09/13/2006	09/11/2006	ADVANCED BUSINESS METH		701-2580210, ND 585020000	5999	\$200.00	\$0.00	
09/14/2006	09/12/2006	IMAGE PRINTING INC		BISMARCK, ND 585010000	2741	\$413.00	\$0.00	
09/14/2006	09/13/2006	MHP SWEETS ARCH & ENGR		800-442-2258, NJ 08520	5969	\$199.00	\$0.00	
09/14/2006	09/13/2006	MHP SWEETS ARCH & ENGR		800-442-2258, NJ 08520	5969	-\$210.94	\$0.00	
09/18/2006	09/14/2006	N DAKOTA SOCIETY CPA'S		GRAND FORKS, ND 582010000	8699	\$125.00	\$0.00	
09/18/2006	09/14/2006	OFFICE DEPOT #445		BISMARCK, ND 58504	5943	\$38.15	\$2.16	
09/19/2006	09/16/2006	PRAIRIE ROSE DATA PROD		701-2322497, ND 581040000	5969	\$156.17	\$0.00	
09/20/2006	09/19/2006	ALLTEL PHONE PAYMENT		800-255-8351, AR 72202	4814	\$82.45	\$0.00	
09/27/2006	09/26/2006	N DAKOTA SOCIETY CPA'S		GRAND FORKS, ND 582010000	8699	\$125.00	\$0.00	
09/29/2006	09/27/2006	AACTION MOVERS		7012235535, ND 58501	4214	\$258.00	\$0.00	
10/02/2006	09/28/2006	ECONOMY.COM, INC.		8662753266, PA 19380	7399	\$13,092.50	\$0.00	
10/03/2006	10/02/2006	ND ADVERTISING SERVICE		BISMARCK, ND 58503	8398	\$129.14	\$0.00	
Totals for BERG, RONDA K: 15							\$14,955.81	\$2.16

From here you can either "Open" or "Save" the file.